



## **JOB DESCRIPTION**

Title: **ACCOUNTANT**  
Department: Administrative Services/Finance  
Class Code: 5050  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1982 (Rev. 07/2008)  
Grade Number: 15

### **GENERAL PURPOSE**

Under the general supervision of the Finance Director, performs a variety of professional accounting work.

### **EXAMPLE OF DUTIES**

- \*-- Maintains and balances accounts against other accounting records; prepares monthly financial reports for the Power Advisory Board and other special reports and financial statements; makes adjusting entries as required.
- \*-- Perform all functions related to fixed assets; identify, tag, inventory, input into the computer, depreciate, and prepare necessary reports.
- \*-- Performs general accounting functions for one or more departments; makes final accounting of cash funds, vouchers, encumbrances and related accounting matters; reconciles the bank accounts of the City.
- \*-- Aids independent auditors in their performance of annual audit; answers questions; locates materials; explains procedures and policies as requested.
- \*-- Reconciles perpetual inventory to general ledgers for annual inventory and adjust general ledgers appropriately as required.
- \*-- Reviews purchase orders for accuracy; reviews check requests and purchase requisitions; compares expenditures with budget appropriations, as assigned.
- \*-- Allocate interest on city held investments and records interest revenue.
- \*-- Assists the Finance Director in the evaluation of or evaluates the Accounting Technicians as determined by the Finance Director.

- \*-- Reviews and closes out HTE work orders.
- \*-- Responsible for initiating and maintaining records in the event of an extreme emergency or disaster.
- \*-- Perform accounting record keeping function for DEA-Metro Narcotics Task Force.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's degree in Accounting OR any combination of related education and/or experience.

### Special Requirements

- Must be bondable.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of principles of accounting and general accounting process; working knowledge of modern office methods, procedures, and equipment.
- Ability to apply modern accounting principles and procedures in a government setting; ability to keep routine financial records and to prepare routine financial reports; ability to communicate effectively verbally and in writing; ability to create effective working relationships with employees and other departments.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including spreadsheet and word processing software; central financial computer system; telephone; 10-key calculator; copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.